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17 OCT 1984

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Regist^{tr},
STATMEMORANDUM FOR: Director of Legislative Liaison *Mr. [redacted] [redacted]*FROM: Chief, Position Management
and Compensation Division, OPSUBJECT: PMCD Survey of the Office of
Legislative Liaison (OLL)

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1. We appreciated the opportunity to meet with Messrs. and In follow-up, this memorandum summarizes the PMCD survey process and
estimated target dates for the classification and review of the Office of STAT
Legislative Liaison (OLL).

2. The position reviews will begin on 12 November 1984. The object of the review is to determine the appropriate title, grade, and career service designation of each OLL position. At the same time, we will review OLL's organizational structure and, if appropriate, offer position management recommendations.

3. Position classification determinations will be based on fact-finding through briefings provided by OLL managers; review of mission and function statements, organizational charts, and position descriptions; and interviews with OLL personnel. In making these evaluations, we will make every effort to recognize the particular needs of OLL.

4. The following outlines suggested target dates for the OLL survey:

- a. Office overview by OLL managers (12 November).
- b. Fact-finding and individual position interviews (12-14 November).
- c. Evaluation (15-23 November).
- d. Preliminary feedback to D/OLL (30 November).
- e. Report delivery to D/OLL (28 December).

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5. The survey team will consist of

ACKNOWLEDGED:

/s/Charles A. Briggs

Director, Office of Legislative Liaison

19 OCT 1984

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